



COUNTY OF SAN BERNARDINO
STANDARD PRACTICE

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EFFECTIVE 7/94

APPROVED

DEPARTMENT

BEHAVIORAL HEALTH

SUBJECT

TRAINING COMMITTEE

Rudy Lopez, Director

I. PURPOSE

To establish Department of Behavioral Health (DBH) Training Committee, responsible for selecting and conducting training which meets the needs of the Department including providing Continuing Education Units (C.E.U.'s).

II. PROCEDURES

- A. The Training Committee will conduct a survey at least once a year to determine the needs of all Department personnel for training. The committee will analyze this information and prioritize the training needs. The committee is also responsible for evaluating each training and making recommendations for future trainings.
- B. Appropriate staff from each discipline or area will identify the trainer and objectives for each training. The committee is responsible for arranging for and providing C.E.U.'s after each eligible training. The attached list specifies the responsible party for each step in the process of setting up training presentations (See Attachment 1).
- C. Every member is required to be the lead on a minimum of one mandatory and at least one non-mandatory training per fiscal year.
- D. The Training Committee will meet monthly to review past training and to plan future ones. The appointed chairperson will call and chair these meetings, vote in case of ties, and be responsible for records, reports, and staff support.

III. COMMITTEE MEMBERSHIP

- A. The following representatives are on the committee (a member may represent more than one category):
 - 1. Chairperson appointed by Program Manager II, Cultural Competency, Training, Retention & Outreach.
 - 2. Representation from Medical Services
 - 3. Mental Health Intern Program Supervisor for Psychology
 - 4. Mental Health Intern Program Supervisor for Social Work

5. Mental Health Intern Program Supervisor for Marriage, Family and Child Counselors
6. Representation in the Clerical Area
7. Representation from Occupational Therapy
8. Representation from Alcohol and Drug Services
9. Representation from Children's Systems of Care
10. Representation from Agewise
11. Representation from Adult Community Services Program
12. Representation from Program Managers
13. Representation from East Valley Region
14. Representation from Desert/Mountain Region
15. Representation from West Valley Region
16. Representation from Central Valley Region
17. Representation from Cultural Competency Unit

IV. APPOINTMENT TO THE COMMITTEE

- A. All positions are appointed by the respective Program Manager at which time participation in the committee becomes mandatory.
- B. If a candidate is unable to fulfill the obligation of the appointment, he/she will notify the Committee Chairperson and Program Manager. The Program Manager will select a replacement and notify the new appointee and the Chairperson.
- C. If the Program Manager needs to remove anyone from committee appointment, he/she will contact the Committee Chairperson and select and notify the new appointee.

V. BUDGET AND EXPENDITURES

- A. The budget for the Training Committee is in the regional budget for the Cultural Competency, Training, Retention & Outreach Program.
- B. Currently, Training Committee members are authorized to negotiate payment for training of up to \$600 without specific committee approval. Requests for payment to trainers for current fiscal year shall be started prior to May 15 each year in order to make payment from the current year budget.
- C. Prior to the training, the Training Coordinator will notify the Secretary to generate the Invoice form (See attachment 2) to contact Property Management to obtain a Payment Request Number.
- D. After the training, the Training Committee Secretary will notify Property Management that the training has been completed.

TRAINING COMMITTEE

CHECKLIST & RESPONSIBILITY FOR TRAINING

- I. Committee.
 - A. The Committee establishes training coordinators from committee membership for each training.
- II. Training Coordinator.
 - A. The training coordinator searches for an instructor, establishes a date, and reserves a location with the training committee clerk at 421-9256.
 - B. The training coordinator contacts instructor, negotiates fee, establishes date, and determines credentials and requirement for training aides/handouts. training coordinator also obtains Social Security Number or Tax I.D. Number and resume from instructor. **For C.E.U. trainings, the training coordinator will also have the C.E.U. application on Pg. 4 of the letter filled out and send a copy to the Secretary (See Attachment 2).**
 - C. The training coordinator completes the training invoice - Do not complete the section requesting the P.R. Number (this is to be done by secretary). The form is then forwarded to the training committee secretary at least six weeks prior to training date to initiate processing of payment for Trainer. (See Attachment 3)
 - D. The training coordinator sends all information to be included for printing in the Training Update to the training committee clerk either by memo or fax (421-9343).
 - E. The training coordinator completes the COS Multi-Media Request Form to identify services and equipment needed from COS. This form is submitted to C.O.S. staff analyst II two weeks prior to training. The training coordinator also completes an Auditorium Use Request Form for room set-up. The form is submitted two weeks prior to the training. For a training at the BHRC Auditorium submit the form to the training committee clerk.
- III. Trainer reimbursement for services.
 - A. At least four weeks prior to training date, the training committee secretary obtains the P.R. Number from Property Management and submits the invoice with accompanying memo for *approval* of payment.
 - B. Immediately after the training, the training committee secretary notifies Property Management to process the training invoice.

IV. Day of Training.

- A. On the *afternoon before* the training, the training committee clerk or designee posts the Auditorium Use Request Form for building maintenance to set-up chairs and tables in the auditorium according to trainer's floor plan needs.
- B. Three days prior to the training, the training committee clerk closes registration and completes the attendance roster along with the C.E.U. certificates and certificates of attendance.
- C. On the day of the training, the training committee clerk provides the attendance roster, evaluation forms, C.E.U. certificates and certificates of attendance, and prepares coffee set-up. Registration begins one half-hour prior to the training.
- D. On the day of the training, the training coordinator introduces the trainer, collects completed evaluation forms and returns the to the training committee clerk for tabulation. If the training coordinator is unable to perform this function he/she will contact the chairperson who will make necessary arrangements to cover these functions.
- E. On the day of the training, the training coordinator and the training committee clerk distribute C.E.U. certificates and certificates of attendance.
- F. The training coordinator reviews the Off-Site Training Checklist (See Attachment 4).
- G. The training coordinator reviews the C.E.U. Guideline List (See Attachment 5).

V. Follow up.

- A. The training committee clerk calculates and produces the evaluation summary. Copies are reviewed at the next regular monthly meeting.
- B. At the completion of a training, the training coordinator will send a "thank you" letter along with a completed DBH evaluation summary to the training (See Attachment 6).

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If providing C.E.U.'s for LCSW and MFCC the instructor must check two of the following requirements:

- ___ a license, registration, or certificate in an area related to the subject matter of the course. The license, registration, or certificate shall be current, valid, and free from restrictions due to disciplinary action by this board or any other health care regulatory agency;
- ___ a master's or higher degree from an educational institution in an area related to the subject matter of the course;
- ___ training, certification, or experience in teaching subject matter related to the subject matter of the course; or
- ___ at least two years' experience in an area related to the subject matter of the course.

Once again, our thanks for your willingness to provide training for our Department.

Please return this letter and attachments to the address below by: _____

Sincerely,

Name of Training Coordinator

Title

Address: _____

Phone: _____

Fax: _____

INVOICE

TRAINING DATE:

TRAINING FOR: San Bernardino County Department
of Behavioral Health

TOPIC:

TRAINING SITE:

FEE FOR SERVICE:

Trainer

Date

Tax I.D.#/Social Security #

Purchase Requisition #

MAIL CHECK TO:

OFF-SITE TRAINING CHECKLIST

1. Determine criteria for off-site location (cost, no. of chairs available, person responsible for room set-up).
2. Contact training committee clerk (421-9256) to reserve space at training site.
3. Forward all information/forms for fees to training committee clerk for payment.
4. Investigate and disseminate information on parking availability if necessary.
5. Make sure off-site location has necessary media equipment (i.e., VCR and monitor, overhead projector, etc). If not available, it is the training coordinator's responsibility to contact C.O.S. to reserve equipment and request assistance.
6. All requests for assistance from C.O.S. should be made by submitting a C.O.S. Multi-Media Request Form to the C.O.S. staff analyst II no later than two weeks before the training date.
7. The training committee clerk is responsible for having all applicable forms at the location (attendance roster, certificates of attendance, C.E.U. certificates, training evaluations, and handouts).
8. If equipment has been reserved from C.O.S., the training coordinator should either pick up 1 day prior to training or request that C.O.S. staff deliver.
9. Maps to location should be sent to the trainer.
10. Arrive at location 1 hour before training to ensure everything is prepared accordingly:
 - a. Complete room set-up.
 - b. Place signs directing trainees to room at main entrance.
 - c. Have trainer sign CEU's and make copies.
 - d. Introduce trainer at time training schedule to start.
 - e. Introduce trainer at time training is scheduled to start.
 - f. Request that trainees complete evaluations and collect them prior to training ending.
 - g. Distribute CEU's and Certificates of Attendance.

DBH TRAINING COORDINATOR GUIDELINES FOR ISSUANCE OF LCSW & MFCC C.E.U.'S

1. Arrange for an advertisement in Training Update that must include:
 - A. C.E.U.'s are being offered only to DBH staff; must pre-register for C.E.U.'s. Attendees not present at start of training or who leave before end of training will not receive C.E.U.'s.
 - B. Description of course content and objectives (taken from C.E.U. page that instructor fills out).
 - C. "Course meets the qualifications for "X" Hours of continuing education credit for MFCC's and/or LCSW's as required by the California Board of Behavioral Science.
 - D. Provider: County of San Bernardino Department of Behavioral Health, Provider Number 421 .
 - E. Time, location, and class number (call COS Secretary for this number).
2. C.E.U. hours are one hour of C.E. for each hour of actual instruction training time (e.g. 8 am-5 pm training would be 8 hours C.E.; 9 am-4 pm would be 6 C.E.; 8 am-12 noon would be 4 C.E.).
3. Course instructors must meet criteria in order for C.E.U.'s to be offered. They must fill out C.E.U. application information, pg. 4 of trainer letter (Attachment 6), send in resume, course syllabus and course objectives. **If the training coordinator does not receive this material two weeks prior to the training date, the CEU's will be canceled.**

RECORDS THAT NEED TO BE KEPT FOR EACH C.E. COURSE OFFERED:

1. Syllabus of course.
2. Course advertisement.
3. Course instructor's vitae or resume.
4. Attendance rosters with names and license numbers of licensees who attended the course (this will be on the DBH attendance roster).
5. Copy of all CEU certificates handed out.
6. Evaluations.

DAY OF TRAINING:

Have the following at the training:

1. Computer generated attendance roster.
2. C.E.U. certificates and copies (make copies of signed CEU's for files before distributing)
3. Evaluations.

At the end of the training, hand out certificates; give copies of C.E.U certificate, attendance roster and completed evaluations to the training committee clerk.

LICENSEE -DBH GUIDELINES:

1. Must pre-register.
2. Attendees not present at start of training or who leave before the end of the training will not receive C.E.U. credit.
3. License must have been renewed on time and be in the computer tracking system before the training date. This is accomplished by sending a copy of the license renewal to Secretary to the Director, Building 5.

Date

Name

Street

City, State, Zip

Dear

On behalf of the San Bernardino County Department of Behavioral Health Training Committee, I would like to extend our thanks to you for your services to our Department.

The Training Committee is continuously striving to meet the needs of the department staff. Trainings such as yours, enhance the skills of the department staff so that they better serve our consumers.

Attached is the Training Evaluation Summary for your training on _____
_____.

Once again thank you for your services. We hope that in the future you will be willing to provide another training for our staff.

Sincerely,

Training Coordinator